

HIOSH ADVISORY COMMITTEE  
Minutes October 19, 2004

Present: Lani Bjork, Steven Brooks, Paul Chang, Delbert DeRego, Connie Hastert, Tim Lyons, Robert Nakamatsu, Jim Newberry, Ernest Reese, Gareth Sakakida, Thomas Vendetta, Raymond Welch, Shelley Wheeling-Park, and Clayton Winger

Absent: Arthur Akana, Richard Botti, Robert Dove, Gerald Estenzo, Wade Hashizume, Charles Kelley, Tracy Lawson, Cherie Raymond, Hermando Tan, and Clifford Uwaine

DLIR: Nelson Befitel, Director

HIOSH: Allan Yokoyama, Ellen Kondo, Masayoshi Ogata, Mark Behrens, Terrie Mizoguchi, Janeen Abe, and Mary Chun (Recorder)

Meeting called to order at 1:30 pm by Vice-Chair, Clayton Winger. This meeting was a continuation of the August 19<sup>th</sup> meeting. The main thrust was to basically present the proposed changes to the Mission, Purpose and Vision of the Advisory Board which was tabled from last meeting.

1. Mission, Purpose and Vision of the Advisory Board – presented by Jim Newberry.
  - a. Vision Statement – Non-partisan governance body to preserve lives and protect against harm to workers.
  - b. Mission – Provide guidance and effective advice to the Division.
  - c. Function – Provide advice and direction to the Division. Key component is outreach. The committee is responsible for disseminating information to the employers.
  - d. Objectives –
    - (1) Promoting effective coordination and cooperation among the HIOSH stakeholders and participating in the community aspect of governance.
    - (2) Formulating concerted strategic approaches to improve the safety and health of workers in Hawaii through effective and fair compliance.
    - (3) Enhance effective information exchange among organizations.
    - (4) Bring forward issues concerning the safety and health of employees in Hawaii.
    - (5) Promote public awareness of worker safety and health statewide.
  - e. Composition and Rules of Committee –
    - (1) Representation of a fair and balanced group from the public and private sector.
    - (2) Make-up should be evaluated as needed.
    - (3) Will elect a Chair and Vice-Chair for a term of two years. HIOSH to provide clerical support.
    - (4) Required attendance: at minimum, two out of four meetings per year.
    - (5) Quorum: eight (8) members.
  - f. 2004 – 2005 Goals -
    - (1) Add additional committee members, AIHA.
    - (2) Develop sub-committees.
    - (3) Substance abuse program changes.
    - (4) Work-Zone safety.
    - (5) Ergonomics.

- (6) Workers compensation reform.
- (7) Provide stakeholders with current information – two-way communication exchange.

*Comment: Paul Chang* – good job. Seems to be a little more focus.

*Comment: Lani Bjork* – good start to look at a lot of different issues that could come up on the table. Met with the Director recently to underscore the direction the Director would like us to go in. For example, take a look at some of the initiatives we want to work on as a committee.

*Comment: Jim Newberry* – this summarizes some of the key pieces. An active board, the Director is looking for input.

Highlights of comments made by Director Nelson Befitel:

- This is an Advisory Committee, it's up to you what you want to make of it.
- Make suggestions on how can we make things better and how we can improve our program.
- Look at our Field Operations Manual and see if there are any improvements we can make.
- Bottom line—if there's something out there that needs improvement based on what the Advisory Board believes, then bring it to the table, discuss it and come out with suggestions and a plan.

## 2. Sub-committee Overview:

### a. Provisions:

- (1) Sub-committees provide the “leg work” required.
- (2) A 50% majority, of the committee quorum, is required for the establishment of a sub-committee.
- (3) A maximum of three sub-committees, at anyone point in time, can be administratively supported by the division.
- (4) Sub-committees may be comprised of committee members and non-committee supporters.
- (5) Conduct of meetings.
- (6) Sub-committees are strictly advisory to the committee.

### b. Guidelines:

- (1) Chair Role – is responsible to see that the committee accomplishes its objectives in an expedient and professional manner.
- (2) Member Role – plays an important part of the Advisory Committee's operation. What member say or do during meetings can have considerable bearing on the success of HIOSH and the safety of workers in Hawaii.

### c. Recommendations from the Director:

- (1) Be active – share and present feedback to the Department and the Director.

- (2) Identify and select a couple of key issues to be worked on in sub-committees and report back to the Advisory Committee for action and recommendations to HIOSH.
  - (3) Work with the Department to review and revise the "Informal Conference" to evolve it into a positive change process.
- d. Advisory Committee can assist by:
- (1) Advise, in addition to being advised; be an active Advisory Committee.
  - (2) Select initiatives to partner with the Department.
  - (3) Assist in safety training.
  - (4) Work in sub-committees.

*Question: Steven Brooks* – for the membership, the two-year term, is it up to the individual and not the organization? Should we not request or require a commitment from that organization for that two-year period no matter who the replacement would be?

*Response: Lani Bjork* – we should get a commitment from the organization. We have not been all that involved as to who as we have been more wanting to make sure all entities throughout the community were appropriately represented in this group.

*Response: Jim Newberry* – we want the representation from the organization.

*Response: Clayton Winger* – should at least be a two-year commitment to get more involved and provide assistance.

### 3. Other Business

#### Selection of Chair and Vice-Chair for 2004-2005

Elected: Chair – Clayton Winger  
Vice-Chair – Jim Newberry

#### Discussion:

- Raymond Welch suggested staggering the Chair and Vice-Chair positions for continuity purposes.
- Steven Brooks suggested the Vice-Chair steps into the Chair position and that a Vice-Chair be nominated and be a learning process for that year.
- Lani Bjork agrees and that the Advisory Committee needs to have some sense of continuity. She suggested taking a vote on the floor.
- Raymond Welch made a motion that the process be changed to incorporate the Vice-Chair becoming the Chair and a new Vice-Chair being elected.
- Jim Newberry commented there was a paragraph in the document that can be altered to reflect the alternating and moving up the Vice-Chair to Chair. Page 3 of 5 can be modified to reflect altering years and that the Vice-Chair then is in training for the Chair.
- Thomas Vendetta advised a word of caution on what would happen when the Chair or Vice-Chair leaves before their two years is up due to retirement, job change, etc.

- Lani Bjork commented that there is now a sub-committee and the committee should give some thought on how we can replace members if they should get transferred or leave their job before the two-year period. How do we have a special election to now elect a replacement?
- Clayton Winger responded that Jim Newberry would look into it and add to suggestive plan.

*Question: Thomas Vendetta* – regarding written proxy. Was something developed for people to represent us in our absence?

*Response: Jim Newberry* – it was not addressed in the recommendation and basically the committee wanted people to be active.

*Response: Lani Bjork* – the committee would like everyone here although it's not possible. We may need to take a look at the voting member.

*Response: Jim Newberry* – we may want to have that visitation right and send somebody in your place but we would need to rely on people that are full time members to be voting members and establish a quorum.

Meeting adjourned at 2:30 pm

Next meeting November 18, 2004, 1:00 pm  
HIOSH Training Room 427